

## **OLLI Policy on College for Seniors Guest Passes**

### ***What is the purpose of a Guest Pass for College for Seniors?***

A Guest Pass to visit a College for Seniors class session may be issued to non-OLLI members if

- Someone is visiting in order to get to know more about OLLI – Asheville and College for Seniors,
- Out-of-town guests or family members of OLLI members are visiting OLLI for the day.

Guest Passes are not issued for:

- OLLI members to attend a College for Seniors course in which they are not registered
- A Health and Fitness course that has a course fee
- The first session of a course.

### ***How can a visitor request a Guest Pass to visit a College for Seniors class session?***

A request for a Guest Pass must be submitted on a written Guest Pass request form at least 48 hours before the requested class session. Time is required to assess several factors before visiting a class session, including available space, permission of the instructor and appropriateness of visiting a course that is already underway.

### ***Who can issue a Guest Pass to visit a College for Seniors course?***

The College for Seniors Program Manager Herb Gunn considers and must approve all Guest Pass requests. Approval for a Guest Pass is subject to available space in the class room and the other factors mentioned above.

*If you need more information about College for Seniors, contact CFS Program Manager Herb Gunn or OLLI Executive Director Catherine Frank*

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**COLLEGE FOR SENIORS GUEST PASS**

DATE OF CLASS REQUESTED: \_\_\_\_\_

GUEST: \_\_\_\_\_ Email address: \_\_\_\_\_

Name of CLASS: \_\_\_\_\_

Today's Date: \_\_\_\_\_ CLASS MEETING DAY & TIME: \_\_\_\_\_

Guest Pass Requested by: \_\_\_\_\_ Email Address \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Herb Gunn

THIS PASS EXPIRES AT THE END OF THE CLASS MEETING DATE AND TIME ABOVE

Sept 2017

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